



CARLSBAD CITY LIBRARY

Invites you to apply for:

PRINCIPAL LIBRARIAN

Annual Salary
\$59,300 - \$81,300

Open Until Filled

First Application Review: June 17, 2009



The Library

The Carlsbad City Library system ranks among the most successful in the state, and we welcome a motivated and energetic library professional to join our team. The immediate job opening will manage the Library Learning Center, guiding the delivery of personalized, caring literacy and library services to all ages in a comfortable and welcoming community gathering place. The Library Learning Center opened in August 2008 and is the new home for two long-standing specialized library services, the former Adult Learning Program and the Centro de Información. The two-story 11,000 square foot facility houses Literacy Services upstairs (offering literacy instruction to English-speaking adults) and Bilingual Services downstairs (offering bilingual English-Spanish materials, programs, and resources). The facility is located on Eureka Place, to the east of Holiday Park in northern Carlsbad.



The Position

The Library Learning Center Principal Librarian coordinates services that provide an English/Spanish library collection of materials for all ages, literacy tutoring for both high school students and adults, an after-school homework center, public computer access and classes, special programs and events, and community information and referrals. The Library Learning Center especially welcomes non-traditional library users and other community members who require additional support in library use. Staffing for the Center includes one Outreach Coordinator for each program and a part-time staff of 12-14 employees. Current hours are 11 am – 6 pm Monday through Thursday and 11 am—5 pm Friday, with literacy tutoring available before 11 am and after 6 pm by appointment. The position is a management “at-will” position reporting to the Deputy Library Director at the Cole Library. The Principal Librarian provides direction and support in fostering a cross-trained, unified Learning Center staff, establishing close ties with the community to promote the services available at the Library Learning Center, and implementing new and expanded services as economically feasible.

The Ideal Candidate

- ◆ Seasoned library manager experienced in community outreach programs, especially literacy and Spanish language services.
- ◆ Demonstrated experience in working with diverse populations and groups unfamiliar or uncomfortable with traditional libraries.
- ◆ Proven administrative experience including budgeting, managing facilities and supervising staff.
- ◆ Great team player with the ability to work in and establish a collaborative environment, including becoming familiar and proficient with front-line procedures and processes.
- ◆ Experience working with families, children, and with volunteers and volunteer-based services.
- ◆ Knowledge of grant development methods, grant applications, and grant reporting processes.
- ◆ Excellent communication skills. Experience with report preparation and presentations to groups.
- ◆ Knowledge of specialized collection development unique to programs and services.
- ◆ Proficient technology skills and knowledge of automated library systems.
- ◆ Have a great sense of humor and be passionate about community services and the people that we serve.
- ◆ Bilingual English/Spanish is highly desirable.

Qualifications

Experience & Education:

- ◆ Three years of responsible professional library work experience including management and supervision.
- ◆ A Masters degree in Library Science or applicable course of study.

Compensation & Benefits

Annual Salary Range: \$59,300—\$81,300

- ◆ PERS Retirement – 3% @ 60 plan
- ◆ Group Health Insurance—Several plans are available through PERS Health
- ◆ 12 holidays per year
- ◆ Executive Leave – 56 hours per fiscal year.
- ◆ Flexible spending accounts.

Supplemental Questionnaire

Instructions: On a separate sheet of paper or via the online application, describe your experience in the following areas. Be complete but concise. ***Not more than 1 page answer per question please.***

1. Describe your experience with library outreach services and your philosophy of the purpose of library outreach.
2. Detail your library management experience (ie., supervision, fiscal management, project coordination and facility management).
3. Describe your experience with planning, implementing, and marketing new programs and projects.

Filing Deadline and Selection Process

This position is open until filled. Applications may be obtained from and submitted to the City of Carlsbad, Human Resources Department, 1635 Faraday Ave., Carlsbad, CA 92008 or visit our website at www.carlsbadca.gov/hr

All application materials will be reviewed and the most qualified candidates will be invited to continue in the selection process.

Library Mission Statement

The Library provides community members of all ages with convenient access to high quality resources and services to inform and enrich individual and community life.

Library Vision Statement

The Library is the destination for information, enjoyment of reading, lifelong learning, and cultural enrichment for those who live, work and play in Carlsbad.



**A great place to make
a living. And a life.**

Any of the provisions in this bulletin may be modified or revoked without notice.

EQUAL OPPORTUNITY EMPLOYER